

2. H. C. M. 65

EASY BOOK-KEEPING

FOR

SMALL CO-OPERATIVE SOCIETIES.

ARRANGED BY

Messrs. G. HINES, B. JONES, and H. PUMPHREY.

*By authority of the Southern Section of the
Central Co-operative Board,*

AND CIRCULATED BY ORDER OF

THE OFFICE COMMITTEE OF THE CENTRAL
CO-OPERATIVE BOARD.

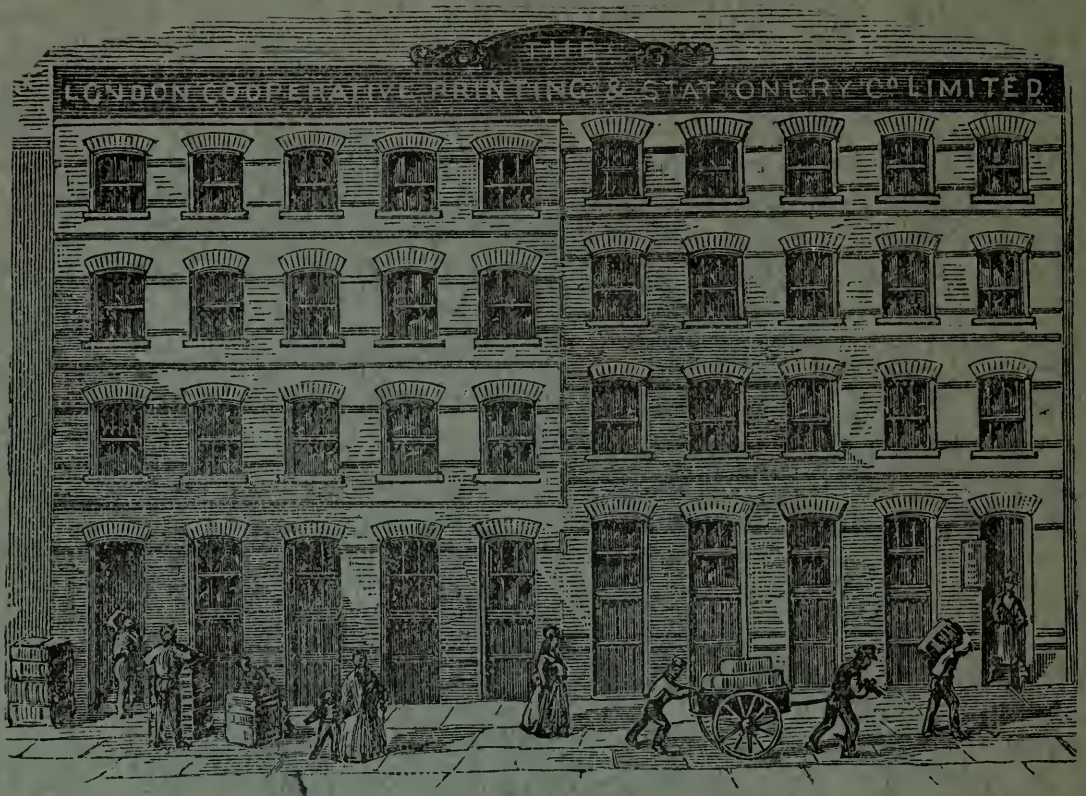
LONDON:

PRINTED FOR THE PROPRIETORS BY THE
LONDON CO-OPERATIVE PRINTING AND STATIONERY CO.,
PLOUGH COURT, FETTER LANE, E.C.

1877.

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2 & 3, PLOUGH COURT, FETTER LANE, LONDON, E.C.

THE above Company was established in 1872 for the promotion of a branch of Productive Co-operation in the South of England, whereby, amongst other objects, the workmen should participate in the profits resulting from their own labour. Having passed through many vicissitudes, it has recently been reconstructed, whereby an entire change of management has been inaugurated, and is now doing the work of the Agricultural and Horticultural Co-operative Association, Westminster, the Southern Section Central Co-operative Board, the Co-operative Institute Society, the Coal Co-operative Society, the Frame Makers' and Gilders' Association, and the Co-operative Societies at Battersea, Braintree, Brixton "Lyham Terrace," Brixton "Result," Chelmsford, Colchester, Faversham, Glemsford, Halstead, Harwich, Ipswich, Kent, Lewes, Metropolitan, North London, Sheerness, Shoreham, &c., &c.

ESTIMATES GIVEN FOR EVERY DESCRIPTION OF PRINTING, &c.

MANAGER: ROBERT TAYLOR (*13 years Secretary to the Colchester Co-operative Society*).

SECRETARY: WILLIAM STRAWN (*9 years Secretary to the Sheerness Co-operative Society*).

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Easy Book-keeping

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THE importance of good Book-keeping in any business can scarcely be over estimated; and that this is understood, is pretty evident by the numbers there are sold of any new pamphlet, which professes to give fresh and improved ideas for keeping accounts.

The importance of starting right in this matter, is of even more consequence to Co-operative Societies than to many private firms; as their Secretaries and Committees have, frequently, nearly everything to learn. The want of a system of Book-keeping, particularly adapted to the requirements of a Co-operative Society, has been felt for a long time past; and such a system as could be adopted by a Society at starting, easily acquired by a man of average intelligence, readily understood by Auditors who might not have had the experience of professional Accountants, and which might be enlarged upon and modified as a Society extended its operations.

The system of Accounts which we here place before our Co-operative friends and those who are co-operatively inclined, will, we believe, be found to answer these ends.

We have worked out a brief series of transactions which are necessarily few and somewhat incomplete, but which will, nevertheless, serve as a guide to any one wishing to adopt the system. The various printed forms here given will, we think, sufficiently explain themselves.

“APPLICATIONS FOR MEMBERSHIP.”

Every applicant for membership should in all cases sign an Application Form, which must be handed in to the Secretary, together with the necessary Entrance Fee. The Secretary should then carefully paste, or otherwise fasten, every application in a book kept for that purpose; each form being also numbered progressively to correspond with the member's number in the Share Ledger.

This book could be made by stitching together a number of sheets of shop paper, with a paste board back.

FORM A.

APPLICATION FOR MEMBERSHIP

No. 1.

To the GOTOWN CO-OPERATIVE SOCIETY, LIMITED.

I, the undersigned, hereby apply for ___ Transferable and _____ Withdrawable Shares in the above-named Society; and I hereby agree to be bound by the rules of the said Society, and make all payments required by them.

Signed—JOHN WORKWELL.

Occupation—Compositor.

Address—Industrial Street, Gotown.

Date—January 1st, 1877.

N.B.—If no Withdrawable Shares are applied for, strike the pen through the words “and Withdrawable.”

The first book required will be the—

MEMBERS' SUBSCRIPTION BOOK.

We have entered seven names, being the lowest number of members legally constituting a Society. Date, number, name, and amount should

be entered here at each payment, and each item posted to the Member's Share Account in the Share Ledger; the total amount of Subscriptions and Entrance Fees being transferred to the Cash Book weekly, or as often as is found desirable; and from the Cash Book this amount should be posted to Share Capital Account in the General Ledger. The amounts we have given here are large compared with what would be generally received in small societies, but it makes no difference whether the items are large or small. The Totals should be added up at the bottom of each page of this book, and carried forward until the end of the Quarter or Half-year, whenever stocks are taken; and this grand total should correspond with the amount shown in the General Ledger, and in the Cash Account on the Balance Sheet as "Members' Subscriptions."

FORM B.

MEMBERS' SUBSCRIPTIONS.

Quarter ending _____

Date.	Member's No.	Name.	Entrance Fees.		Total.		Cash Book Folio.	Contributions.			Total.		
			s.	d.	s.	d.		£	s.	d.	£	s.	d.
187— Jan.	1	1 John Workwell	1	0	7	0	I	2	0	0	52	0	0
		2 Henry Savemuch	1	0				10	0	0			
		3 James Loveall	1	0				6	0	0			
		4 Richard Careful	1	0				10	0	0			
		5 Susan Striving	1	0				8	0	0			
		6 Mary Frugal	1	0				10	0	0			
		7 William Tryhard	1	0				6	0	0			
Jan.	8	1 John Workwell					I	4	0	0			
		6 Mary Frugal					I	3	0	0	7	0	0
Jan.	15	5 Susan Striving					I	5	0	0	5	0	0

THE MEMBERS' PASS BOOK.

The date and amount of each payment should be entered as it is received. The first payments being considered as Transferable Capital, and entered in that column until the Transferable Share or Shares are completed which the Rules require each member to hold. We suggest that each member should hold not less than two Transferable Shares. These books being left with the Secretary at every Balancing of Accounts, should then have the Interest and Dividend entered before handing them back to the members. At the end of every quarter, Interest, Dividend, and Subscriptions should be added, and withdrawals and fines deducted; thus showing the Balance due to the member.

FORM C.

Name—HENRY SAVEMUCH.

No. 2.

Address—Bank Street, Gotown.

N.B.—A Member must have not less than Two Transferable Shares.

Date.	Subscriptions.			Interest and Dividend.			Transferable Shares.						Withdrawals and Fines.			Withdrawable Capital.		
							Numbers.		Amount.									
							From	To	£	s.	d.	£						
187— Jan.	1	£ 10	s. 0	d. 0	£	s.	d.	3	6	£ 4	s. 0	d. 0	£	s.	d.	£ 6	s. 0	d. 0

THE MEMBERS' SHARE LEDGER.

This is nearly the same in form as the Pass Book, and most of the above remarks will apply to it. We have only given one illustration

here of Members' Subscriptions, and one withdrawal of £5, which leaves a balance of £3 of Withdrawable Capital, and £2 of Transferable Capital. There is also one entry of Interest and one of Dividend.

FORM D.

Member's Name—RICHARD CAREFUL.

Address—Co-operative Buildings, Gotown.

Date.	Subscriptions.			Interest.			Dividend.			Transferable Shares.			Withdrawals and Fines.			Withdrawable Capital.			
	£	s.	d.	£	s.	d.	£	s.	d.	Numbered. From. To.	£	s.	d.	£	s.	d.	£	s.	d.
187— Jan.	1	10	0	0	1	3	0	12	0		2	0	0	5	0	0	8	0	0
	10																3	0	0
																	3	1	3
																	3	13	3

THE WITHDRAWAL AND TRANSFER BOOK.

All withdrawals and transfers should be entered in this book. The transfers should not be entered till the Transfer Forms have been filled up, signed, witnessed, and stamp affixed, while at the same time similar entries should be made in the Members' Pass Books; each separate item should be posted from the Withdrawal and Transfer Book to the Share Ledger, and also in cases of transfers, to the Share Register. The total sums paid out as withdrawals, and also the total Transfer Fees received should be carried to the Cash Book weekly, or as often as desirable; Transfer Fees need not be entered in Members' Pass Books. The name of the member transferring Shares should be entered in the

Pass Book of the member to whom they are transferred, together with the numbers and values of the Shares: while the Pass Book of the transferring member should be closed by entering in it the name of the member to whom the Shares have been transferred.

FORM E.

WITHDRAWALS AND TRANSFERS.

Quarter ending _____

Date.	Member's No.		Name of Transferor or Withdrawer.	Signature of Withdrawer.	Shares Transferred.		Cash Book Folio.	Transfer Fees.		Amount Withdrawn.			Total.		
					Numbered.	From. To.		s.	d.	£	s.	d.	£	s.	d.
187— Jan.	10	4 6	R. Careful ... Mary Frugal	R. Careful ... Mary Frugal.						£	s.	d.	£	s.	d.
										5	0	0			
										5	0	0			
Jan.	15	2	H. Savemuch		3	4	I I	2	0				10	0	0

TRANSFER FORM.

When a member sells any or all of his Transferable Shares, he must fill up and sign a Transfer Form as shown on page 9. The purchaser must also sign the *same* Transfer Form, and a third party must sign the form to certify he has witnessed the transferor's and transferee's signatures. A stamp is required under the new Act: sums under £5 requiring a sixpenny one.

FORM F.

GOTOWN INDUSTRIAL CO-OPERATIVE SOCIETY

(LIMITED).

FORM OF TRANSFER.

I, *Henry Savemuch*, of *Bank Street, Gotown*, in consideration of the sum of £2 paid to me by *Susan Striving*, of *Thrift Street, Gotown*, do hereby transfer to the said *Susan Striving*, ——— Shares numbered *Three to Four* in the "GOTOWN INDUSTRIAL CO-OPERATIVE SOCIETY, LIMITED," standing in my name in the Books of the Society, to hold unto the said *Susan Striving* subject to the usual conditions on which I hold the same at the time of the execution thereof, and I, the said *Susan Striving* do hereby agree to take the said ——— Shares subject to the same conditions.

Sixpenny stamp re- quired for sums under £5.
--

As witness our hands this day of

18

Signature of Transferor, HENRY SAVEMUCH. *Occupation*, Mechanic.,, ,, *Transferee*, SUSAN STRIVING. ,, Laundress.*Witness to above Signatures*, JOHN WILSON. *Address*, 28, Witch Street, Gotown.*N.B.—No shares so transferred shall be at any time withdrawable.*

TRANSFERABLE SHARE REGISTER.

The law requires that in this book should be entered the number, name, address and occupation of every member, with the quantity of Transfer

able Shares held, and their numbers "From, To" inclusive. In a case of transfer you make a fresh entry of the Transferred Shares in the Register, together with the name, address, and occupation of the new holder, while opposite the original entry of these Shares in the Register you enter the folio of the Register where the new entry is made, together with the new holder's number.

FORM G.

TRANSFERABLE SHARES REGISTER.

Date.	Mem- bers No.	Name.	Address.	Occupation.	No. Held.	Numbered.		Shares Transferred					
						From.	To.	No. Transferred	Reg. Folio.				
187-- Jan.	1	1	Industrial-st. Gotown	Compositor	2	1	2	3	4	1			
		2									3	6	
		3											
		4											
		5											
	15	6	J. Loveall...	High-street, Gotown	Laundress	2	7	8					
		7	R. Careful...									9	10
		8	Sus. Striving									11	12
		9	Mry. Frugal									13	14
		10	W. Tryhard									15	16

THE MEMBERS' SHARE CLAIMS, INTEREST, AND DIVIDEND BOOK.

This book will show every member's claim upon the Society. The totals of Transferable and Withdrawable Capital held by each member should be taken from the Share Ledger at each balancing, and placed against each member's name in this book, as shown by the examples given. The totals of these should agree with the items of Transferable and Withdrawable Capital, as shown in the Balance Sheet.

Here also the amount of members' checks brought in should be entered to each name, and when the profit is declared, dividend and interest should also be entered, and afterwards posted to the Share Ledger and entered in the Pass Books.

No column is used here for dividend and interest withdrawn, as it is intended all such should be treated as withdrawals of Share Capital, and entered accordingly in the "Withdrawal and Transfer Book."

FORM H.

MEMBERS' SHARE CLAIMS, INTEREST AND DIVIDENDS.

Quarter ending _____

No.	Name.	Fines.		Transferable Capital.			Withdrawable Capital.			Interest.		Purchase Checks Brought in.			Amount of Dividend on Members' purchases @ 8d. in £r.	
		s.	d.	£	s.	d.	£	s.	d.	s.	d.	£	s.	d.	s.	d.
1	John Workwell ...			2	0	0	4	0	0	1	6	10	0	0	6	8
2	Henry Savemuch ...			2	0	0	6	0	0	2	0	20	0	0	13	4
3	James Loveall ...			2	0	0	4	0	0	1	6	5	10	0	3	8
4	Richard Careful ...			2	0	0	3	0	0	1	3	18	0	0	12	0
5	S. Striving ...			4	0	0	11	0	0	3	9	30	0	0	20	0
6	M. Frugal ...			2	0	0	6	0	0	2	0	4	0	0	2	8
7	W. Tryhard ...			2	0	0	4	0	0	1	6	6	0	0	4	0
				16	0	0	38	0	0	13	6	93	10	0	62	4

RECEIPTS FOR CHECKS AND PASS BOOKS BROUGHT IN.

These are in the form of a small book, made up of Receipts and duplicates alternately. Carbon paper is placed between the two, so that when you write on the Receipt, a similar impression is made on the duplicate.

The receipt is then torn out and given to the member in exchange for his Pass Book and Checks. After the Quarterly Meeting, the member must give up this receipt when asking for his Pass Book. The amount of Checks brought in is entered from the duplicates into the Members' Share Claims, Interest and Dividend Book.

The first form shown below is the one filled up by the Check-taker. The second one is the duplicate. In the case of Non-Members Checks, write full name and address, and also write on it where the Members' numbers are placed—the words "Non-Member."

FORM I.

No. 1.

Goton Co-operative Society.

TWENTY-NINTH QUARTER, 1876

Received of SUSAN STRIVING.

Checks £5 10s.

and Share Book No. 5.

(Signed) G. H.

FORM I.

No. 1.

DUPLICATE: CHECKS BROUGHT IN.

SUSAN STRIVING.

£5 10s.

5

G. H.

MEMBERS' NOMINATIONS.

Every member of a Society has the privilege of giving instructions who must have his shares or other interest (up to but not exceeding £50) in the Society at his death, without the payment of legacy duty; the following form will explain itself. To protect the Society from difficulty in cases of the death of members it is very desirable to insist upon every member making a nomination.

MEMBER'S NOMINATION AND REVOCATION BOOK.

FORM K.

GOTOWN CO-OPERATIVE SOCIETY, LIMITED.

No. of }
member } _____ I _____

of _____ Gotown, do hereby nominate

_____ of _____

to whom my Shares in the above-named Society shall be transferred or paid at my decease,

according to the Rules thereof; such person being my _____

As witness my hand this _____ day of _____ 18

(signed) _____

Witness _____

I, the above-named _____

do hereby revoke the above nomination.

As witness my hand this _____ day of _____ 18

(Signed) _____

Witness _____

The foregoing books and forms are all those relating to Members' Accounts. We now pass on to those relating to Trading Accounts.

THE GOODS RECEIVED BOOK.

With this system of keeping accounts, it is not necessary that the storekeeper should see any invoices, if he be the salesman only, and the committee the buyer and manager. All goods received should be entered here—as per example; and the invoices checked by the secretary or sub-committee for that purpose; each invoice being numbered in rotation. The receiver of the goods in the Stores would enter actual weights and quantities received, with remarks if any were damaged, taking care at the same time to notify the same on the Railway Way Bill so as to claim for such damage. The person who checked the invoice should note and investigate also all deficiencies, &c., and put his initials or remarks upon the invoice. The selling price of goods must also be entered here by the salesman.

FORM L.

GOODS RECEIVED BOOK.

Date.		Where From.	Description of Goods.	Gross Weight.			Invoice No.	Receiver's Signature.	Selling Price.		Remarks.
				c.	qr.	lbs.			s.	d.	
187— Jan.	1	Co-op. W'sle. Sy.	5 Bags Sugar	10					0	3½	per lb.
			3 Fkns. Btr.)	2	1		1	A.B.	1	6	per lb.
			3q. 14lb.)								Tares, 14 lb.,
			2q. 14lb.)								15 lb., 14 lb.
			3q. 0lb.)								per stone.
	2	Co-op. Flr. Mill	7 Sks. bst. Flour				2	C.D.	2	5	per stone.
			7 „ Secnds „						2	3	„
	7	Co-op. W'sle. Sy.	5 Casks Soda	25			3	A.B.	0	0¾	per lb.
	10	„	5 Am. Cheese	1	1		4		0	8	„
			1 Bag Sugar..	2					0	3	pr. lb. Got wet
	15	„	Pale Soap ...	5			5	C.D.	0	4	„ in Trnst.
	20	„	Tea	1			6		2	6	„
			Coffee ...		2			A.B.	1	4	„
			1 Box Lunch								„
			Biscuits ...		1	2			0	4	„ Signed for
Mar.	31	„	3 Sides Bacon	1	2		7	C.D.	0	10	„ in bad condition

THE INVOICE AND RECEIPT GUARD BOOK.

The Society should have a receipt for every payment whether for goods or expenses ; and in cases where a receipt cannot be obtained, such as for stamps, &c., the Secretary should make out and sign one to certify the payment. All invoices, credit notes, and receipts should be numbered progressively and pasted in the Guard Book, on the left-hand side. On the right-hand side are ruled columns for amount of goods, credits, and cash payments. The amount of the 'goods' invoices are entered into the Goods Amount column, and if the invoices are receipted, must be entered also in the Cash Amount Paid column. The amounts of the receipts for cash paid must be entered in the Cash Amount Paid column, and the items of credit notes for empties returned and allowances, must be entered in the Credits and Returns column.

These columns must be totalled up ; and at the balancing time, the total of the Cash column should agree with the Total Cash Paid, as shown in the General Cash Account ; while the total of the Goods column, if added to the amount due on account of goods at the commencement of the quarter's business, less the amount due on account of goods at the end of the quarter, and less the credits, will agree with the amount of purchases shown in the General Cash Account. In the example "Form N," it will be noted that we had no debts for goods, either at the beginning or the end of the quarter. Consequently, after deducting "empties," the amount agrees with the Purchases as shown in the General Cash Account of the Balance Sheet. The goods bought, the cash paid on account of goods, and the credits, must be posted to the Personal Ledger Accounts from this Guard Book. The Cash Payments shown here should agree with the entries in the Cash Book, and thus check it.

THE CASH BOOK.

In this book all cash received or expended should be entered, and each item posted to the General Ledger, the folio being entered in the column provided for that purpose. Every receipt should also be numbered for easy reference.

FORM O.

C A S H.

RECEIPTS.

Date.		Subs. Book Folio.	Ledger Folio.				£	s.	d.
				£	s.	d.			
187— Jan.				£	s.	d.	£	s.	d.
1	To Transfer Capital	I	12	16	0	0			
	Withdrawable Capital... ..	I	13	36	0	0			
	Entrance Fees... ..	I	7	0	7	0			
8	Withdrawable Capital... ..	I	12	7	0	0			
							59	7	0
15	Sales		I	10	10	6			
	"		I	15	11	4			
	Transfer Fees	I	7	0	2	0			
	Withdrawable Capital... ..	I	13	5	0	0			
22							31	3	10
31	Sales		I	25	3	0			
	"		I	42	5	2			
							67	8	2
							157	12	0

THE CASH BOOK.

The Accounts may be balanced weekly or otherwise, and the balance carried forward. When the accounts are balanced, the balance of cash shown here should agree with that shown in the General Cash Account of the Balance Sheet.

FORM O.

C O N T R A .

EXPENDITURE.

Date.	Receipt No.	Ledger Folio.				£	s.	d.		
			£	s.	d.					
87— Jan.	3	By Co-operative Wholesale Society	1	10	30	15	0	57	14	0
		Co-operative Flour Mill ...	2	11	26	19	0			
		Fixtures	3	8	20	0	0	20	0	0
		Wages		4	1	10	0			
		Petty Expenses (Stamps) ...		3	0	0	6			
		Carriage... ..	4	5	0	1	6			
	8	„	5	5	0	2	3			
	10	Capital (Withdrawn)	6	13	10	0	0	1	14	3
Mar.	15	Wages		4	4	10	0	10	0	0
	31	Petty Expenses (Stationery) ...		3	0	12	6			
		Carriage... ..	7	5	0	5	9			
		Rent	8	6	3	0	0			
		Co-operative Wholesale Bank		9	16	6	0	8	8	3
		Co-operative Wholesale Society	9	10	40	9	8	16	6	0
		Balance Cash						40	9	8
								154	12	2
								3	6	10
								157	19	0

THE TRADE AND GENERAL LEDGER.

In large societies it is customary to have separate ledgers for Trade and General Accounts, but in a small one it is not necessary. The Trade Accounts are for the purpose of shewing accurately the business transactions with the Firms from whom goods are bought, and the balances due to or from them. If cash is paid when the goods are bought, and the invoice receipted, it is not necessary to open a Ledger Account, but simply enter the item in the Invoice and Receipt Guard Book, as both "goods bought" and "cash paid."

The General Accounts, so-called, are kept for the purpose of making up the Balance Sheet; and it is a tolerably safe guide to state that an account must be opened in the ledger for every class of payment or receipt, which you shew separately on the Balance Sheet. These accounts are closed at balancing time by transferring their balances to the General Cash, Trade, Capital, or Profit and Loss Accounts, as their nature may require. As the business extends further accounts will have to be opened; for instance, if boots were sold in a separate department it would be necessary to open accounts to "Boot Purchases" and "Boot Sales," the same with drapery, &c.; also the expenses connected therewith must have separate accounts opened in this Ledger, so that the profit and loss of each department may be correctly ascertained and stated on the Balance Sheet. Even in this, for instance, we could divide what we have placed under the head of "Petty Expenses" into two accounts as "Stamps" and "Stationery," which is scarcely necessary in a small society, as those items are easily ascertained if required, as indeed they would also be in a large one, but in the latter it might be desirable to show them separately in the Balance Sheet.

FORM P (1).

TRADE LEDGER ACCOUNTS.

CO-OPERATIVE WHOLESALE SOCIETY.

187—			£	s.	d.	£	s.	d.	187—			£	s.	d.	£	s.	d.
Jan. 3	To Cash	I	30	15	0				Jan. 1	By Purchases	J.B. 6	30	15	0			
Mar. 31	"		40	9	8				7			5	12	6			
		J.B.							10			7	1	3			
31	Returns	6		1	6				15			7	0	0			
									20			14	17	5			
									Mar. 31			6	0	0			
						71	6	2							71	6	2

CO-OPERATIVE FLOUR MILL.

187—			£	s.	d.	£	s.	d.	187—			£	s.	d.	£	s.	d.
Jan. 3	To Cash	I				26	19	0	Jan. 2	By Purchases	6				26	19	0

FORM P (2).
GENERAL LEDGER ACCOUNTS.

SALES.

		£	s.	d.	£	s.	d.	187—			£	s.	d.	£	s.	d.
7— ar. 31	To Gn.Cash a/c. 12	93	10	0				187—								
								Jan. 8	By Cash ... 1	10	10	6				
								15	"	15	11	4				
								22	"	25	3					
								Mar. 31	"	42	5	2				
					93	10	0		"				93	10	0	
									"							

PURCHASES.

		£	s.	d.	£	s.	d.	187—			£	s.	d.	£	s.	d.
7— ar. 31	To Sundries as per Guard Book ... 6	98	5	2				187—								
								Mar. 30	By Return ... 6	0	1	6				
								31	„ Gn.Cash a/c. 12	98	3	8				
					98	5	2		"				98	5	2	

PETTY EXPENSES.

		£	s.	d.	£	s.	d.	187—			£	s.	d.	£	s.	d.
7— n. 3	To Cash ... 1	0	0	6				187—								
								Mar. 31	By General Cash a/c. ... 12	0	13	0				
ar. 31	"	0	12	6					"				0	13	0	
					0	13	0						0	13	0	

WAGES.

		£	s.	d.	£	s.	d.	187—			£	s.	d.	£	s.	d.
7— a. 3	To Cash ... 1	1	10	0				187—								
								Mar. 31	By General Cash a/c. ... 12	6	0	0				
ar. 15	"	4	10	0					"				6	0	0	
					6	0	0						6	0	0	

CARRIAGE.

		£	s.	d.	£	s.	d.	187—			£	s.	d.	£	s.	d.
7— n. 3	To Cash ... 1	0	1	6				187—								
								Mar. 31	By General Cash a/c. ... 12	0	9	6				
8	"	0	2	3					"							
ar. 31	"	0	5	9					"				0	9	6	
					0	9	6						0	9	6	

RENT.

		£	s.	d.	£	s.	d.	187—			£	s.	d.	£	s.	d.
7— ar. 31	To Cash ... 1							187—								
								Mar. 31	By General Cash a/c. ... 12				3	0	0	
					3	0	0		"				3	0	0	

FORM P (2).
GENERAL LEDGER ACCOUNTS.

ENTRANCE AND TRANSFER FEES.

187— Mar. 31	To Fixtures a/c.	8	£	s.	d.	£	s.	d.	187— Jan. 15	By Cash ...	1	£	s.	d.	£	s.	d.
			0	9	0					By Cash ...		0	7	0			
			—	—	—	0	9	0		By Cash ...		0	2	0			0
										By Cash ...					0	9	0

FIXTURES.

187— Jan. 3	To Cash ...	1	£	s.	d.	£	s.	d.	187— Mar. 31	By E. & T. Fees	12	£	s.	d.	£	s.	d.
			20	0	0					By E. & T. Fees		0	9	0			
			—	—	—	20	0	0		By E. & T. Fees		19	11	0			
										By E. & T. Fees					20	0	0

BANK.

187— Mar. 31	To Cash ...	1	£	s.	d.	£	s.	d.	187— Mar. 31	By Capt. a/c.	12	£	s.	d.	£	s.	d.
						16	6	0		By Capt. a/c.					16	6	0

TRANSFERABLE CAPITAL ACCOUNT.

187— Mar. 31	To Capital a/c.		£	s.	d.	£	s.	d.	187— Jan. 1	By Cash	1	£	s.	d.	£	s.	d.
			16	0	0					By Cash		16	0	0			
			—	—	—	16	0	0		By Cash					16	0	0

WITHDRAWABLE CAPITAL ACCOUNT.

187— Jan. 10	To Cash	1	£	s.	d.	£	s.	d.	187— Jan. 1	By Cash	1	£	s.	d.	£	s.	d.
Mar. 31	General Capital a/c.	15	10	0	0				Jan. 8	By Cash	1	36	0	0			
			38	0	0				15	By Cash		7	0	0			
			—	—	—	48	0	0		By Cash		5	0	0			
										By Cash					48	0	0

THE BALANCE SHEET.

This should be made up in the General Ledger, every other account in the Ledger being closed and the balances brought into these three accounts, when the balance of profit shown by the Trade Account should always agree with that shown in the Capital Account.

In addition to this, the "Disposal of Profit" should also be shown.

This will be found sufficient for a small society, but, as it extended, a "Building Account," "Fixed Stock Account," and "Departmental Accounts" would also be necessary.

FORM P (3).
BALANCE SHEET.

CASH ACCOUNT.

For the Quarter ending _____

			£	s.	d.	£	s.	d.	187—				£	s.	d.	£	s.	d.
31	To	Shr. Capl.	12	64	0				187—	31	By	Withdrawals	10	0	0			
31		Sales		93	10				Mar. 31			Purchases	98	3	8			
		E. & T. Fees			9	0						Carriage	0	9	6			
												Fixtures	20	0	0			
												Work. Ex.				128	13	2
												Wages	6	0	0			
												Rent	3	0	0			
												Petty Expn.	0	13	0			
												C. W. Bank	16	6	0			
												Balnce. Cash	3	6	10			
																19	12	10
																157	19	0
						157	19	0								157	19	0

CAPITAL ACCOUNT.

			£	s.	d.	£	s.	d.	187—				£	s.	d.	£	s.	d.
31	To	Transf. Capl.	12	16	0				187—	31	By	Fixtures	19	11	0			
31		W'dwble „	13	38	0				Mar. 31	31		Stock	20	0	0			
31		Balance gain		5	3	10				31		C. W. Bank	16	6	0			
										31		Cash Balnce.	3	6	10			
																59	3	10
						59	3	10								59	3	10

TRADE ACCOUNT.

			£	s.	d.	£	s.	d.	187—				£	s.	d.	£	s.	d.
31	To	Purchases		98	3				187—	31	By	Sales	93	10	0			
31		Carriage		0	9				Mar. 31			Stock	20	0	0			
31		Exps. as per cash acct		9	13	0												
31		Balnce. Profit		5	3	10												
																113	10	0
						113	10	0								113	10	0

DISPOSAL OF PROFIT ACCOUNT.

			£	s.	d.	£	s.	d.	187—				£	s.	d.		
	To	Bal. Profit		5	3	10			187—		By	Red. of Fixed Stock :—					
												10 per cent. per an.	0	10	0		
												2½ per cent. Net Profit to					
												C. Educational Fund	0	2	3		
												Sub. to Central Board	0	1	2		
												Int. at 5 per cent. per an.			6		
												on £54	0	13			
												Div. at 8d. in the £ on					
												£93 10s. od. purchases	3	2	4		
												Reserve Fund		14	7		
						5	3	10							5	3	10

In our remarks, we have endeavoured to avoid, as much as possible, all technical terms which are likely to confuse a beginner, and which will be readily understood when heard after a little practice in book-keeping. In the system of account-keeping which we here place before our friends, we make no great pretensions; and there are other systems which some might prefer; but we venture to think it will be found effective and easy of attainment, and supply a want very much needed in our movement.

PRICE LIST.

Below we append prices at which the London Co-operative Printing Company, Limited, will be prepared to supply sets of books in accordance with the system taught in this pamphlet. The books, which are foolscap folio, quarter-bound marble boards, are got up in the cheapest manner possible, so as to be available for societies at the commencement of business, without any serious tax on their funds. When they get established and richer, they could then have similar forms of books in a larger and better bound style. It will be seen that a complete set of Application Forms, Pass Books and Account Books, suitable for a Society of not more than 150 Members, can be got for £2 10s.; and while some of the books would last a considerable time, we think none of them would be filled under a year. If any separate articles quoted below are required, they would be supplied at an additional price of about 25 per cent.

				Cost.	
				s.	d.
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B	Members' Subscription Book	... 40	pages	2	0
C	Members' Pass Books (card-board)	... 150	books	8	0
D	Members' Share Ledger	... 150	pages	3	0
E	Withdrawals and Transfer Book	... 40	,,	2	0
F	Transfer Forms	... 100	forms	2	6
G	Transferable Share Register Book	... 20	pages	1	6
H	Members' Share Claims, Interest, and Dividend Summary Book	... 40	,,	2	0
I	Receipts for Checks and Pass Books brought in (600 Receipts and 600 Duplicates)		1 book	6	6
K	Members' Nomination Book	... 150	pages	3	6
L	Goods Received Book	... 40	,,	2	0
M	Goods Stock Book	... 100	,,	2	6
N	Invoice and Receipt Guard Book	... 50	leaves	5	6
O	Cash Book...	... 50	,,	3	6
P	General Ledger	... 100	folios	3	6
				£2 10 0	

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